



**REQUEST FOR EXTRA DUTY PAY**

(Submit this form within 30 days of any activity noted on the form to the administrator in charge of the activity.)

TO: Building Principal or Activities Director  
 FROM: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_

Describe in detail (ie: boys or girls, supervisor, ticket taker, football, basketball, etc.) the job performed on specific dates. If you are unsure of the amount – please refer to the extra-curricular pay chart (District Website/Our District/District Departments/Human Resources/2023-2024 Extra Curricular Schedule) . **IT IS MANDATORY THAT THE START, END, AND HOURS WORKED BE COMPLETED – PAYMENT CAN NOT BE MADE WITHOUT THIS INFORMATION. THIS FORM MUST BE SUBMITTED WITHIN 30 DAYS OF ANY ACTIVITY NOTED ON THE FORM.**

DATE	ACTIVITY	START TIME	END TIME	HOURS WORKED	PAY AMOUNT
<b>TOTAL</b>					

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL SIGNATURE

\_\_\_\_\_  
DATE

**Turn this voucher in prior to payroll due date and you will be paid for these activities on the next scheduled check after the voucher is received by the District Office. Submitting this form in a timely manner helps us appropriately manage payroll and budgeting.**